

2011 Lake County Board of Review Checklist

Reminder: For a complete description of the requirements summarized below, it is important to review the 2011 Rules of the Lake County Board of Review.

Forms: Use only Lake County forms, found at www.lakecountyil.gov/boardofreview .

Completeness: Fill in all blanks **and** submit original plus 3 copies.

Signature: Appellant must sign Appeal Form.

Authorization for Tax Reps: Attorney/agent may sign below appellant at bottom of Appeal Form or Submit Authorization Form signed by appellant.

Timeliness of Appeal and Attached Evidence: File on or before Township Deadline.

Evidence Accepted by the Board:

1. Factual Error

See local assessor and bring supporting documentation, such as a survey.

If proceeding with an appeal: Submit explanation of factual error(s) and supporting documentation.

2. Recent Sale of Subject Property

Submit signed HUD-1 **or** Settlement Statement **and** the recorded PTAX-203*.

3. Fair Cash Value: Submit **one** of the following sets of documents or information:

Lake County Comparable Property Grid, populated electronically with Lake County data.

Appraisal (within the 14-day residential extension **or** within the 30-day commercial extension).

MLS listing sheet and full property history of **subject property**.

Signed affidavit of contractor's costs plus itemization of all subcontractor's costs and soft costs for the completion of subject property.

For income producing properties, submit the Lake County Income Producing Property Form and supporting documentation as specified in the Board's 2011 Rules, Section IV C-6.

For vacancy cases, see local assessor or submit an affidavit of vacancy.

4. Equity:

Submit the Lake County Residential Comparison Grid, populated electronically with Lake County data.

5. Matter of Law

Submit a brief with additional fourth copy of complete appeal (i.e., original and 4 copies).

If the 2011 Rules of the Board are not followed, the appeal will not be set for a hearing before the Board , the Board will not render a decision and the appellant will have forfeited his/her right to further appeal the 2011 assessment of the subject property to the Property Tax Appeal Board (PTAB) or the Circuit Court.

*The Illinois Real Estate Transfer declaration, or PTAX-203, usually is included among closing documents for the sale of a subject property. However, it also is available from the local Assessor Office, the Lake County CCAO Office (County Administration Building, 7th Floor) and the Lake County Recorder of Deeds (County Administration Building, 6th Floor).